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Policies and Procedures Minutes 03/8/2011

APPROVED Minutes

Arlington School Committee
Policies and Procedures Subcommittee

March 8, 2011

The meeting was called to order by Judson Pierce, Chair, at 4:42 p.m.

In attendance:

School Committee Members: Judson Pierce, Leba Heigham, Cindy Starks, Superintendent Kathy Bodie, Nurse Lucille Nichols.

Public Participation:

Bill Hayner, Dr. Allison-Ampe

Revisions to Policy: CBI and CBI-E, Evaluation of Superintendent and Evaluation Instrument

The Subcommittee will recommend to the full School Committee Second Reading passage of the Revisions to Files CBI and CBI-E.

Concussions Policy:

Nurse Nichols has done considerable work with Athletic Director Ted Dever and delivered the Subcommittee a "work in progress". Ms. Starks and Ms. Heigham noted that the Subcommittee should come up with an overall policy and then have an exhibit as the procedure, similar to the life threatening allergy policy and that the School Committee should review it as necessary. Nurse Nichols discussed impact testing, that it would cost \$750.00 per year to test 500 student athletes. This testing needs to occur every two years and it is all computerized. Nurse Nichols noted that this is another screening tool that would be of help. Mr. Dever would like something on this issue for the school handbook for the next school year. It was noted that any policy reflect that concussions affect students' ability to learn. Nurse Nichols informed the Subcommittee that she will be having a nurse's meeting on April 1, 2011 to discuss this proposed policy further. Nurse Nichols also informed us that the Department of Public Health has promised to come out with their proposals for school policy on this issue. Mr. Pierce indicated that he would work with Nurse Nichols in developing a proposal to put forward to the Subcommittee in the coming weeks.

AED Policy:

Nurse Nichols informed the Subcommittee that there is one AED in each elementary school, two in the middle school and 3 in the high school. It is Nurse Nichols' recommendation for our subcommittee to propose a short policy with a procedure following it. Nurse Nichols informed the Subcommittee that at least 60 staff are trained to use this equipment. Nurse Nichols will work with Mr. Pierce on revising a proposed policy for the APS on this in the coming weeks.

Room booking Policy (KF):

Ms. Starks will work on a proposal for a future meeting and noted that the business office must assist with documents regarding fees and what areas are covered.

Budget Transfer Authority (DBJ):

Each school now has their own cost center and our Subcommittee is charged with reviewing our current File DBJ in

light of this increased specificity.

Policy on Advertising:

The Subcommittee will review developing a policy on advertising on school grounds. Dr. Bodie encouraged the Subcommittee to review Milton's policy on advertising, it was noted that Milton has raised approximately \$60,000.00 in advertising revenue. Dr. Bodie showed the Subcommittee photographs of a particular type of banner advertising. Ms. Heigham suggested that we allow for local businesses and messages of encouragement. Ms. Heigham volunteered to develop a proposal to bring before our Subcommittee in the coming weeks.

The Policies and Procedures Subcommittee plans to meet again at 5pm on March 15, 2011.

Motion to adjourn was made by Ms. Heigham at 7:05pm, seconded by Ms. Starks and was passed unanimously.